

Scott Walker  
Governor

Kitty Rhoades  
Secretary



State of Wisconsin

Department of Health Services

**DIVISION OF LONG TERM CARE**

1 WEST WILSON STREET  
PO BOX 7851  
MADISON WI 53707-7851

**Telephone: 608-266-0036**  
**FAX: 608-266-2713**  
**TTY: 888-241-9432**  
**dhs.wisconsin.gov**

**Date:** February 17, 2014

**To:** County Waiver Agency Fiscal Contacts

**From:** Carrie Kahn, DLTC/Bureau of Financial Management

**Re:** CY2013 CLTS Reconciliation Packet for the Year End Close Out (CLTS)

This document provides general instructions and a time line for the Calendar Year (CY) 2013 CLTS reconciliation process. The format of the reconciliation packet has again changed substantially from CY 2012 reconciliation, but in a way that we hope will simplify and streamline the reconciliation process. **Counties must complete and submit electronically in Excel format the reconciliation spreadsheets provided, which will allow DHS staff to complete the data analysis more efficiently.** Please share the reconciliation documents with the appropriate individuals.

Notable changes to the reconciliation packet:

- For CY 2013 reconciliation, County Waiver Agencies (CWA) will no longer be required to separately report “additional services” provided to intensive autism participants, because counties will no longer be required to pay the non-federal portion of those service costs with local match funding. Please see C.R.I.B. Sheet #14-01 for further details.
- Due to this updated funding structure, CWAs will only need to report CLTS-Autism claims by waiver type, rather than by both waiver type and intensive vs. ongoing service levels.
- Final claims determination and administrative cost claims for CLTS-Other and CLTS-Autism will now both be reported in Appendix B, but will continue to be in separate tables.
- Appendix B now includes a summary table of all CLTS-Other and CLTS-Autism claims and adjustments. The summary table was created as a tool to help CWAs check their work. No information needs to be reported in the summary table, as it is automatically pulled from the CLTS-Other and CLTS-Autism tables.
- Coding error corrections, cost share collection and now waiver costs ineligible for payment due to ineligible settings will be reported in Appendix C (CLTS-Other) and D (CLTS-Autism). Each appendix is organized and color-coded by target group, rather than by type of adjustment. The service costs totaled in these appendices are automatically pulled into Appendix B to determine final paid claims.

**Reconciliation will include all CY 2013 services paid through March 14, 2014.** All completed packets, including additional information as requested, must be sent to in Excel format (no PDFs please) to [dhscltsfiscal@wisconsin.gov](mailto:dhscltsfiscal@wisconsin.gov) by close of business on **Wednesday, April 2, 2014**. A packet is not considered complete if any pages are missing. If the information requested is not applicable to the agency, please type “N/A” prominently on the page. Before returning the finalized packet, please complete the “Statement of Approval and Accuracy” in Appendix A of the document.

If you have questions, please email [dhscltsfiscal@wisconsin.gov](mailto:dhscltsfiscal@wisconsin.gov) or call Carrie Kahn at (608)267-3659.

## CY 2013 – CLTS Reconciliation Packet Instructions

To complete the CY 2013 reconciliation process, counties will be asked to enter requested information into a series of Excel spreadsheets, organized into Appendices. Counties must complete and submit the reconciliation packets electronically in Excel format (no PDFs please), which will allow DHS staff to complete the data analysis more efficiently. An explanation of the Appendices is below. Once the County Waiver Agency name is entered into the contact information page of Appendix A, it will automatically appear in the top line of every Appendix.

If you have any questions, please contact Carrie Kahn at (608) 267-3659 or email [dhscltsfiscal@wisconsin.gov](mailto:dhscltsfiscal@wisconsin.gov).

### Appendix A – Contact Information

In Appendix A, please fill out the contact information requested for the primary county waiver agency fiscal contact for the Children’s Long Term Support CY2012 reconciliation process.

The **primary** fiscal contact person should be the individual who is best able to address any questions or concerns related to these forms. All Department communications will begin with this person.

The **secondary** fiscal contact person should be the individual who is best able to address any questions or concerns related to these forms if the primary contact is unavailable. This person will only be contacted in the event that the primary contact is unavailable. The secondary fiscal contact will be copied on the final reconciliation communication.

Responses on this form are used to generate the CLTS fiscal contact list for CY2014, which is used for sharing information and mailing contract update letters. If the fiscal contact person for 2013 is someone other than the two contacts listed, please let Carrie Kahn know when you submit these forms.

The “Statement of Approval and Accuracy” must also be completed by typing the name and CWA of the person who is able to approve the information reported in the packet and attest to its accuracy. The reconciliation packet is not considered complete unless this statement is completed.

### Appendix B – Final Service Claims Determination and Administrative Cost Claim CLTS-Other and CLTS-Autism

CLTS-Other and CLTS-Autism service costs and adjustments should be reported in the separate tables provided. CWAs may claim *up to* 7% administration costs for each waiver (DD, SED, and PD), determined by total final adjusted service claims. County waiver agencies must report *actual* administrative expenses, whether they are above or below the 7% cap. Variances from 7% can be approved in special circumstances. If your county waiver agency needs to request a variance, please answer the variance question in the Appendix E questionnaire. County staff will also be asked to support administrative costs with written evidence requested in Appendix E. County staff should be prepared to provide additional written evidence to support administrative costs, if requested by CLTS fiscal staff.

### Appendix C – CLTS-Other Claims Adjustment Spreadsheet

If adjustments are needed to CLTS-Other claims, please fill out the appropriate spreadsheets in Appendix C. The spreadsheets are divided by waiver type: CLTS-Other DD, SED and PD. The spreadsheets are further divided into coding errors corrections, cost share collections and waiver services paid during ineligible settings. The totals are linked to Appendix B.

### Appendix D – CLTS-Autism Claims Adjustment Spreadsheet

If adjustments are needed to CLTS-Autism claims, please fill out the appropriate spreadsheets in Appendix D. The spreadsheets are divided by waiver type: CLTS-Other DD, SED and PD. The spreadsheets are further

divided into coding errors corrections, cost share collections and waiver services paid during ineligible settings. The totals are linked to Appendix B.

#### **Appendix E – Administrative Cost Claims Questionnaire**

Appendix G is a questionnaire that allows counties to support the administrative cost claims information provided in Appendix B and Appendix D. If necessary, this is also where counties can request a variance from the 7% administration costs cap. County staff should be prepared to provide additional written evidence to support administrative costs, if requested by CLTS fiscal staff.

### **CY 2013 CLTS Reconciliation Process (Some dates may be subject to change)**

#### **February 17, 2014**

CLTS staff sends a web site link with reconciliation packet and general instructions to counties via email.

#### **February 27, 2014**

CLTS fiscal staff hosts a CY 2013 CLTS reconciliation technical assistance training using Adobe Connect.

#### **March 14, 2014**

Last day for CY 2013 provider payments, paid by the TPA, to be included in CY 2013 reconciliation.

#### **March 20, 2014**

CY 2013 claims data with service dates between 1/1/2013 and 12/31/2013 and check dates between 1/1/2013 and 3/14/2013 will become available in the Data Warehouse (through Business Objects).

#### **April 2, 2014**

CWA reconciliation packets are due to DHS CLTS fiscal staff.

#### **April 8, 2014**

Pre-reconciled CARS data is processed and available. This data is not necessary for CWAs to complete reconciliation packets.

#### **April to May 2014**

CLTS fiscal staff reviews CWA reconciliation packets and works with counties to correct any errors.

The Department determines non-federal and federal portions of allowable expenses paid. CLTS-Other waiver services paid during ineligible settings (inpatient hospital stays) will be recouped through allowable expense adjustments to CWA contracts. Following completion of the CY 2013 reconciliation process, CLTS-Autism ineligible settings waiver payments will be sent to WPS for recoupment directly from providers. Please see C.R.I.B. Sheet #13-01 for more information.

Preliminary notifications regarding overspend and underspend amounts are sent to CWAs.

Signed preliminary notifications are due to CLTS fiscal staff.

#### **May 2014**

Final notifications regarding overspend and underspend amounts are sent to CWAs.

CWAs receive final adjustments to their Basic County Allocations (BCA) as appropriate.